

	APOLLO HOSPITALS, SECUNDERABAD		ROM - 06
			Issue: C
	POLICY ON RISK MANAGEMENT		Date: 06-01-2017
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Hospital Administrator		Chief Executive Officer	

1.0 Purpose:

2. To identify the hazards arising from work activities that employees and other people are exposed to.
3. To decide on the likelihood of harm or damage occurring to people, equipment or property from those hazards.
4. To determine what action needs to be taken to control adequately the risks identified.
5. To decide what needs to be done to comply with health and safety legislation.
6. To examine every aspect of the business enabling hazards to be spotted and corrective actions to be taken before accidents occur.

2.0 Scope:

Hospital wide.

3.0 Definitions:

3.1 Risk Assessment:

Risk assessment is a careful examination of the tasks that could cause harm to someone arising out of work activities. A risk assessment is a step-by-step process, which is carried out in order to protect people from harm.

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3.2 Hazard:

The potential for something to cause harm, such as electricity, working on ladder or with dangerous machinery.

3.3 Risk:

The likelihood that harm will actually occur from exposure to the hazard together with the likely injuries that will occur as a result and the likely numbers of people that this will affect.

4.0 Responsibility:

Hospital Administrator, Safety Manager & HODs

5.0 Procedure:

5.1 Identifying workplace Hazards:

Consult with the HOD's to obtain a preliminary list of work activities and possible hazards.

Consideration should be given to the following: -

Trivial hazards should be ignored with the effort being placed on significant hazards.

Routine work such as cleaning and maintenance should be considered.

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Hazards to non-employees should be examined.

Employees should be consulted as to their actual work activities.

Accident and ill-health records should be examined to focus on potential problems.

5.2 Evaluate the Risks: Risk is a combination of three factors: -

The numbers of people that could be affected.

The severity of likely injuries that persons could suffer.

The likelihood of harm actually occurring.

The overall risk can be determined using the following formula:

5.3 Risk rating = numbers × severity × likelihood

The overall risk rating score will provide an indication as to the level of risk associated with the work activities and will help to decide whether the risk is 'acceptable'. It can also be used to prioritize actions to enable resources to be directed to control activities that pose the greatest risk.

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Risk Rating Score

Number of people affected	Score	Severity of injury	Score	Likelihood of occurrence	Score
1-5 persons	1	Negligible	1	Improbable	0.5
6-50 persons	2	Minor	2	Remote	1
50+persons (or public/vulnerable persons affected)	3	Major	5	Possible	5
		Fatal	10	Likely	10
				Certain	20

Score	Action to be taken
Less than 10	<u>Risk acceptable</u> unless cost or effort to control the risk further is very low.
10-19	<u>Risk is low.</u> Action is required to reduce the risk, although low priority. Time, effort and cost should be proportional to the risk.
20-49	<u>Risk is medium.</u> Action required urgently to control. Interim measures may be necessary in the short term.
50-99	<u>Risk is high.</u> Actions required urgently to control risks. Interim measures required in the short term. Significant effort, time etc, may have to be used to control the risk.
100+	<u>Risk totally unacceptable,</u> immediate action required before work activity can continue.

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If the score is low due to effective control measures being in place, action must be taken to ensure that those measures remain in place.

5.4 Implementing control measures: -

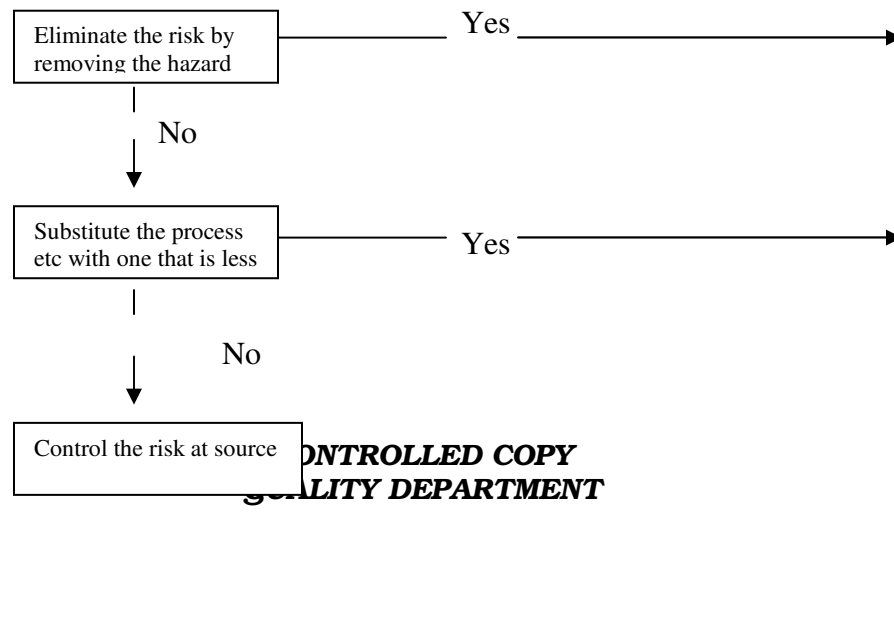
The basic principle of controlling risks in the workplace is to either remove the risk or to control its possible impact. Any control measures that are introduced should be designed to:

Reduce the numbers of people that are likely to be exposed to the risk or ensuring that vulnerable persons are not affected.

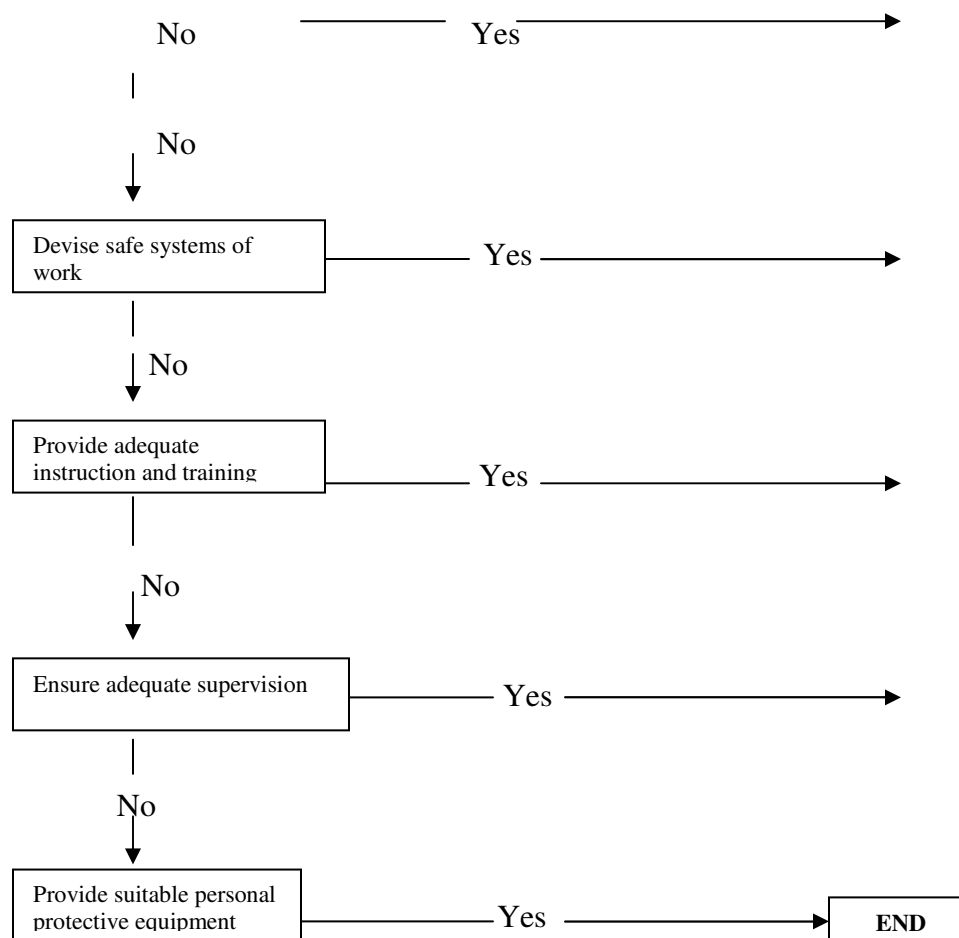
Reduce the likely severity of injury that could be suffered by a person.

Reduce the likelihood of an injury occurring by introducing appropriate control measures.

5.5 Illustrates the hierarchical process that must be followed when implementing control measures. Is it reasonably practical to:



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5.6 Hierarchy of control measures

If it is not reasonably practicable to implement the first measure, the next level should be tried, with the least favored option being the provision of personal protective equipment.

5.6.1 Recording the findings of the assessment:

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It is important to record the significant findings of the risk assessments to ensure that

- The assessment can be properly reviewed at the appropriate time.
- The employer's legal duty is complied with.

Once the findings have been recorded, they must be communicated to the employees.

5.6.2 Monitoring and reviewing the assessment:

As work activities are dynamic and liable to subtle changes, the circumstances surrounding the original risk assessment may also change. It will, therefore, be necessary to monitor and review the risk assessment at specified intervals to ensure that they remain valid. Monitoring of the assessment should be carried out regularly depending on the level of risk to ensure that the control measures are still in place and working as intended.

It is to be ensured that:

- Poor working practices have not kept in.
- The stipulated control measures are still in being used.
- The circumstances under which the assessment was made remain the same.

A review should normally be undertaken:

- When circumstances surrounding the assessment change and it is no longer valid.
- On a regular basis that should be determined when undertaking the original assessment.
- When a period of five years has elapsed.

The greater the risk from the work activity, the greater should be the frequency of monitoring and reviewing. (Refer: Hazard Identification and Risk Assessment and Sentinel Event Policy)

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